PHILIP MORRIS U.S.A.

Inter Office Correspondence

TO: Distribution

DATE: August 23, 1996

FROM: Harry Steele

SUBJECT: PM USA Contract Manual

Attached is the PM USA Contract Manual. This manual provides uniform guidelines for contracts that originate from a New York based functional group. The Contract Manual also includes the required forms and a list of key employees that can assist you during the contact process. The procedures described within this manual are consistent with PM USA Financial Policy and should be followed at all times. Please retain this manual for future reference.

If you have any questions, please contact Gary Kuhlmann, Manager of Cost Analysis and Reporting at extension 2599.

Distribution:

PM USA New York employees with monetary approval

Harry Steele

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